



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Energy Resources Office of Planning & Budget Room 615 270 Washington Street Atlanta, Georgia 30334	Application Number 80-299	
Application Number		Date Received JUN 20 1980	Date Completed JUL 8 1980
2. Person to Contact Robin Meyer		Working Title Planner	Telephone Number 656-5176
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ Present		5. Records Series Title (followed by title used in office, if different) Office of Energy Resources Organizations File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To plan and coordinate the implementation of a comprehensive energy management program for Georgia. This includes such activities as: identifying energy resource issues; developing and analyzing policies and programs; and recommending appropriate positions and actions to the Director of OPB, the Governor, and the General Assembly. To identify, obtain and implement Federal energy-related programs; to assist in coordinating state, regional and local energy activities in order to insure consistency with Georgia's energy goals. To collect, compile and analyze energy data, and to prepare and disseminate energy-related information to all consumers.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Identifying the structure, function and personnel of the various public and private organizations with which the OER has contact; some are primarily energy organizations, most are multifunctional, with interest in energy. Included are: Correspondence, annual reports, newsletters, planning documents, meeting reports, newsclippings. File is arranged: Alphabetically by the name of the organization			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>5</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1 1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>4</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Often daily references to learn about an organization or agency; its personnel and scope of operations, in order to contact the organization or respond to request for information.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 4 year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Transfer to State Archives. State Archives has the authority to purge and destroy parts of the file at its discretion. State Archives has the authority to refile parts of the series into other files at its discretion.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date	
<i>Mark Zwick</i>	6/18/80			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)		
		State Auditor/Designee	<i>[Signature]</i>	2-7-80
		Secretary of State/Designee	<i>Carroll Hunt</i>	7-7-80
	Attorney General/Designee	<i>[Signature]</i>	7-7-80	